

VI. Utilization Reviews

Utilization Reviews

Policy

Each Laboratory organization must conduct property utilization reviews every two years in conjunction with Property Management (PM).

During these reviews, "walk-throughs" will be conducted to assess the condition and protection of each area and the property within, and deficiencies will be corrected.

To ensure maximum usage of Laboratory property, all property that is idle, under-utilized, or unneeded (even if sometimes used), must be:

- assigned to a more appropriate user
- assigned to an equipment pool
- declared spare equipment
- declared "Equipment Held for Future Projects"
- transferred to another organization
- loaned outside the Laboratory
- declared excess

In addition, PM will use statistical sampling to check the organization's record-keeping and adherence to LANL property management policies.

Cross-references:

41 CFR 101-25.109-1

41 CFR 109-1.5103, 25.109-1, & 43.101

Joints III.5

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Walk-Through Procedures

Scheduling

The PM Property Team establishes biennially a quarterly walk-through schedule that ensures each division is reviewed within the following two years. Each property specialist (PS) determines the preliminary dates within the scheduled quarter for the walk-throughs of divisions assigned to him or her.

Approximately three weeks prior to the preliminary date for a directorate's walk-through, the PS, property administrators (PAs) and business team leader (BTL) prepare a schedule that details specific dates and participants, and the buildings, rooms, storage units, and outside storage areas to be inspected. The schedule includes the names of line managers (or persons with the authority to make decisions regarding disposition of property) who should participate.

The final schedules are forwarded to DOE/LAAO so it can arrange to participate.

ALPMI 109-25.109-1

Orientation

The PS, PAs and BTL arrange for a walk-through orientation meeting with participating personnel. The following is discussed:

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- the walk-through schedule
- what should be looked for
- the criteria for identifying under-used property
- possible remedial actions
- how notes will be taken by the PS and PAs

Each participant will receive a list of areas that will be inspected and copies of:

- the previous walk-through report for the area
- a Walk-through Evaluation Sheet (see Appendix)
- the Walk-through Guidelines (see Appendix)
- a Property Storage Review Sheet, if applicable (see Appendix)

Conducting the Walk-through

Participating personnel including a DOE/LAAO representative inspect each designated walk-through area. The PAs are responsible for ensuring that all buildings, rooms, and storage areas within the directorate's control are accessible and are inspected.

Participants look:

- at everything that is visible
- in storage cabinets and in spaces behind racks and cabinets
- under desks and tables

They look for:

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- condition and age of property and material, staying alert to expired shelf life, etc.
- room/storage area conditions — is it clean and orderly; is it secure; are there signs of damage that could threaten property?
- any changes, negative or positive, in the area's conditions as compared to those observed during the previous inspection
- property that appears not to have been used recently — that is damaged, dusty, not connected, unassembled, cannibalized, or hidden (e.g. stored in cabinets or under desks, tables, etc.)
- spares (property held as replacements for property in use), to investigate whether the number of spares is excessive
- improperly stored items, to determine if changes should be made in the way they are stored or if they should be placed in controlled storage
- any evidence of misuse of property or materials
- possible problems with control of motor vehicles, other motor equipment, stored equipment, equipment pools, and special materials (see the appropriate chapters)

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- property items which seem to warrant review due to health or safety concerns, for identification to the Environmental Safety & Health organization

The walk-through team then recommends remedial actions as appropriate (e.g. seal water leaks, reassign unused property, etc.) and determines an estimated date of completion. If the custodian is to retain under-used property, a justification must be given.

If remedial action cannot be determined immediately, the PS notes the property number (or a description of the property) and includes it in the Walk-through Inspection Summary Evaluation Sheet (see Appendix) for follow-up action by the PAs and BTL.

Documenting the Walk-through

With input from the other personnel, the PS records the following information on Walk-through Evaluation Sheets along with the property numbers (serial numbers if not property-numbered) and descriptions of any questionable items.

- If the room:
 - is not secure
 - is not clean and orderly
 - shows damage

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- If property:
 - is improperly stored
 - is not protected from damage
 - appears misused
 - appears under-used, and why
- For recorded items:
 - remedial action proposed
 - justification for why that action seems appropriate

Records Reviews

During the utilization review, the PS uses statistical sampling and other random selection methods to review the organization's record-keeping and adherence to policy as follows:

- the PAIRS records (and stores records, if applicable) for a sample of 10% of the organization's holdings are checked against the items
- a "reverse inventory" is conducted, in which the PAIRS records are checked for selected property items
- PAIRS status subaccounts are sampled, and the validity of the subaccount classifications are verified for the selected items

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- selected employees are checked for accountability statements
- log systems for property and transport passes and Property Removal Forms are checked; selected documents are located and reviewed for proper issuance and use
- PAIRS records are reviewed for missing or uncommon entries
- justifications on Property Removal Forms are checked for compliance with policy
- randomly selected documents are checked for completeness and accuracy
- vehicle, use (other motor equipment), and equipment pool logs are checked for proper use

Follow-up

The PS follows up with the BTL to ensure that all remedial actions are taken and reports to the PM team leader when those actions have been completed.

The team leader is responsible for ensuring that all remedial actions are addressed Lab-wide.

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Reporting the Results

Based upon his or her notes, the PS provides a report of the review findings to the division director, the PM team leader, and the BTL, with a copy to the line managers. Attached should be copies of the Walk-through Inspection Summary Evaluation Sheet, individual Walk-through Evaluation Sheets, and other appropriate supporting documentation.

Using the results from all divisions, the team leader prepares a report of Lab-wide results for the PM group leader. The group leader sends copies to the LAAO, U.C., and the Laboratory Director.